

STATE OF NEBRASKA CLASS SPECIFICATION  
**CORRECTIONS OFFICER**

EST: 02/82 - REV: 03/10  
CLASS CODE: P66111

**DESCRIPTION:** Under direct supervision of senior corrections security staff, incumbent monitors inmates/offenders as directed, maintaining control and enforcing the rules and regulations of an adult correctional facility. Work may be accomplished in a variety of correctional settings; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first/entry level in a series of six levels (Officer, Corporal, Sergeant, Lieutenant, Captain, and Major). This level is distinguished from the higher levels in that it is assigned the lowest level of security detail duties and may be more closely supervised by other security staff. Persons in this class are generally assigned to unit control centers, the towers, or to the yard/recreation area under the supervision of a higher level security staff. Persons in this class will commonly conduct searches, observe and document inmate/offender behaviors, conduct inmate/offender counts, intervene in inmate/offender altercations/conflicts, and escort inmates/offenders within the assigned facility or assist a higher level security staff person in transporting inmates/offenders outside the facility. As staff advance to higher levels in the series they assume increasingly higher security risk responsibilities, lead worker, supervisory and management duties.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors inmates/offenders in a wide variety of situations and activities.

Enforces facility rules and regulations governing the conduct of inmates/offenders.

Documents inmate/offender behavior, status, and movement.

Searches inmate/offender's person, quarters and work areas for contraband.

Operates manual or electronically controlled security equipment, maintaining controlled movement of inmates/offenders, staff members, and the public.

Maintains visual security of certain assigned areas, particularly outer perimeter from the towers and inner areas from specific control centers. This may include observation and monitoring of internal and external movement of inmates/offenders, visitors, and staff members.

Enforces visitation rules and regulations as they apply to the inmate/offender and the visitors who enter and depart a correctional facility.

Transports inmates/offenders who are leaving the facility on any form of transportation into the community.

May monitor inmates/offenders on work details outside the confines of the facility.

Follows post orders and special instructions in a variety of facility assignments.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Ability to: read, understand, and learn to enforce facility rules governing the conduct of inmates/offenders; learn to control inmates/offenders, via verbal and/or physical means in a variety of settings in a correctional facility and in the community; witness an incident and learn to describe the details accurately and completely in written form; communicate effectively with other staff, the public and inmates/offenders; learn to respond quickly and effectively to situations which threaten the security of the facility; learn and employ effective self defense methods; learn to use all necessary firearms, weapons and security equipment (includes some computerized) accurately and effectively.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

At least 18 years of age, high school education or equivalent; a valid driver's license, and no felony or domestic abuse-related convictions.

**SPECIAL NOTES:**

All successful applicants will undergo pre-employment Minimum Physical Standard (MPS) screening, a medical exam, drug test and a thorough background security check. Once employed, all incumbents must successfully complete a six-week pre-service training program.

Employees in this class are subject to random drug testing.

State agencies must evaluate each of their positions to determine the individual overtime eligibility status using the Fair Labor Standards Act (FLSA) regulations and exemption criteria.